

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
DECEMBER 1, 2014
TOWN HALL
7:00 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to Town Administrator
Tammy Blackwell, Principal Assessor
Felecie Joyce, Town Clerk

Members of the public

Chairman Smith called the meeting to order at 7:00 PM

APPROVAL OF MINUTES:

Selectman Wood moved to approve the meeting minutes from the October 31, 2014 and November 3, 2014 meetings, seconded by Selectman Hawver. The motion carried unanimously.

PUBLIC HEARING – VERIZON UTILITY POLE LOCATION – COUNTY ROAD:

Chairman Smith opened the public hearing at 7:01 PM. A representative from Verizon was present and apologized to the Board. He stated that there was a miscommunication on Verizon's part and that the pole has already been set. He stated that the pole reduces the span between poles in order to reduce and prevent outages. Selectman Wood asked what the height of the pole is. The Verizon representative stated that it is a 45 foot pole. Selectman Hawver moved to close the public hearing, seconded by Selectman Wood. The motion carried unanimously.

Chairman Smith closed the public hearing at 7:03 PM

Selectman Hawver moved to approve Verizon's petition to place a pole on county road subject to the Highway Superintendent's approval, seconded by Selectman Wood. The motion carried unanimously.

TAX CLASSIFICATION HEARING:

Chairman Smith opened the Tax Classification Hearing at 7:04 PM. Tammy Blackwell, Chairman of the Board of Assessors was present to discuss the Board of Assessors recommendation to establish a single tax rate. She stated that if approved by the Board of Selectmen the single tax rate would be \$14.49. Discussion ensued. Selectman Wood moved to close the Tax Classification hearing, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Smith closed the Tax Classification hearing at 7:08 PM

Selectman Wood moved to follow the Board of Assessors recommendation and adopt a single tax rate of \$14.49, seconded by Selectman Hawver. The motion carried unanimously.

TOWN CLERK – OFFICE UPDATE – CENSUS INFORMATION:

Felecie Joyce, Town Clerk was present to give an overview of the tasks of her office. She discussed street lists, census, voter registration, elections, vital records, genealogical research, storage tanks, dba's and bylaw submissions. She also gave an overview of census forms. The Board thanked Ms. Joyce for the update and overview of the Town Clerk's Office.

AWARD EQUIPMENT AND GRAVEL BIDS:

Administrator LaBombard asked the Board to wait to award the gravel bid until she asks the New Marlborough a question regarding them. Administrator LaBombard read the following list of equipment bids including an operator:

7500 lb Excavator:

Field's Tree Service - \$100.00

Joe Wilkinson ó \$85.00

Keith Wilkinson ó \$85.00

7500 lb Excavator with hammer:

Field's Tree Service - \$100.00

Joe Wilkinson ó \$105.00

28000 lb Excavator:

Joe Wilkinson - \$100.00

Keith Wilkinson - \$115.00

46000 lb Excavator:

Joe Wilkinson - \$110.00

Keith Wilkinson - \$115.00

46000 lb Excavator with hammer:

Joe Wilkinson - \$130.00

7 yd dump body truck:

Joe Wilkinson ó \$80.00

15 yd dump body truck:

Joe Wilkinson ó \$90.00

Keith Wilkinson - \$90.00

7 ton bulldozer:

Joe Wilkinson - \$ 95.00

Keith Wilkinson - \$90.00

15 ton bulldozer:

Joe Wilkinson - \$110.00

10 ton vibrating roller:

Joe Wilkinson - \$ 80.00

Power Box:

Joe Wilkinson - \$100.00

3 year loader:

Joe Wilkinson - \$ 90.00

Skid Steer:

Joe Wilkinson - \$70.00

185 cfm Air Compressor on wheels diesel powered:
Joe Wilkinson - \$ 50.00

Chipper:
Fieldø Tree Service - \$150.00
Joe Wilkinson - \$75.00

Bucket Truck:
Fieldø Tree Service - \$150.00

Laborer:
Fieldø Tree Service - \$50.00
Joe Wilkinson ó \$60.00
Keith Wilkinson ó \$45.00

Administrator LaBombard recommended awarding all bids to Joe Wilkinson with the exception of the bucket truck which she would recommend awarding to Fieldø Tree Service. Selectman Hawver moved to award all equipment bids to Joe Wilkinson with the exception of the bucket truck to be awarded to Field's Tree Service, seconded by Selectman Wood. The motion carried unanimously.

APPOINTMENT ANNOUNCEMENT – CITIZENS ADVISORY COMMITTEE FOR CDBG, HOUSING COMMISSION:

Administrator LaBombard stated that Nadine Hawver, Russell Hyde and Kathy Orlando have submitted letters asking to be appointed to the Citizens Advisory Committee for the CDBG. She also stated that Christine Ludwiszewski has submitted a letter asking to be appointed to the Housing Commission. Administrator LaBombard stated that these appointments will be made at the next meeting.

EXECUTIVE DIRECTOR TO THE COUNCIL ON AGING:

Chairman Smith gave an update on the status of the Senior Center Director position and the process for hiring the new Executive Director of the Council on Aging.

DLTA GRANTS:

Selectman Wood stated that she has prepared three DLTA grant applications and the deadline for submitting those applications is December 11, 2014. Selectman Wood stated that on the first application Sheffield would be partnering with other Rest of River municipalities to ask for assistance in determining an appropriate response to the proposed Rest of River Remedy. She stated that on the second application Sheffield would partner with the Town of Great Barrington to ask for assistance to stem the population loss of 20-34 year olds by surveying young people to determine the reasons why many young people leave Berkshire County. She then stated that on the third application Sheffield is asking for assistance to determine the most effective and efficient senior transportation options. Chairman Smith and Selectman Hawver both stated that they had no question on any of the DLTA grant applications. Selectman Wood moved to authorize the Chairman to sign all three DLTA applications as presented, seconded by Selectman Hawver. The motion carried unanimously.

2015 LICENSE FEES:

Administrator LaBombard stated that she would recommend keeping the 2015 license fees the same that they were last year with no increase. Selectman Wood moved keep the 2015 license fees the same that they were for 2014 with no increase, seconded by Selectman Hawver. The motion carried unanimously.

SELECTMEN'S ITEMS:

Selectman Wood thanked the Highway Department, Fire Department and Police Department for their work keeping the roads clear and safe during the recent snow storm.

Selectman Wood reminded residents that there are housing rehabilitation applications for the Community Development Block Grant available at the Library, Town Hall, Senior Center and on the Town's website.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard explained that there has been a complaint filed by an employee of the Library regarding allegations of bullying and harassment. Administrator LaBombard stated that an investigation needs to be conducted and asked the Board to appoint Claudia Martin as an uncompensated public employee to conduct the investigation. Selectman Hawver moved to appoint Claudia Martin as an uncompensated public employee to conduct an investigation into the allegations of bullying and harassment at the Library and authorize the Chairman to sign the vote to appoint Claudia Martin that was prepared by Town Counsel, seconded by Selectman Wood. The motion carried unanimously.

Selectman Hawver moved to adjourn the meeting, seconded by Selectman Wood. The motion carried unanimously.

Chairman Smith adjourned the meeting at 7:40 PM.

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
Petition for Verizon Utility Pole on County Road
FY15 Tax Classification Hearing Document
Equipment Bids
Letter of Interest: Housing Commission, Citizens' Advisory Committee for CDBG
Statement Regarding Senior Center Director
3 DLTA Grant Applications
List of 2014 License Fees